FINANCIAL DEPARTMENT.

TREASURY ACCOUNT.

ANNUAL RETURNS OF ESTABLISHMENTS FOR 1ST JULY 1909.

Circular No. 2114—*T. A. D. I.* 2875, *dated* 23*rd*—30*th June* 1909.

1. The Comptroller has the honor to request that the Officers named below will be so good as to furnish this office with their Annual Returns of fixed establishments for the 1st July 1909 prepared in accordance with the instructions laid down in pages 26, 27 and 28 (Chapter 5), Volume I of the Seventh Edition of the Civil Account Code, *so as to reach this office not later than the* 15*th August* 1909.

2. The returns should be prepared on *no other* than the prescribed *printed* form to be had from the Superintendent of Stationery, and should show accurately the establishment as it exists on 1st July. In preparing it, the following instructions should be carefully attended to :—

(*a*) The name, designation and pay of every gazetted officer, clerk, or menial servant holding a permanent appointment, whether on duty or absent on leave, or deputation, or under suspension, should be distinctly shown.

(*b*) The date of birth, year, month and day of the appointment and of appointment to present post, and of promotion to present pay of each person, as well as the number and date of the Government Orders creating the post, should be clearly entered in the appropriate columns of the statement, the exact date of birth by Christian era should be given as directed in Government Order No. Fl. 8225-67—S. A. 715-06, dated 2nd May 1907, and this office Circular No. 6402-70—A. C. 1036, dated 8—15th May 1907. If the month and the year is known, but not the exact date, the 15th of the month and if the year only is known the 1st July should be taken as the date of birth. This date can only be altered under the orders of the Local Government, except in the case of a clerical error. It should be noted that the column, "Promotion to present pay" is to be filled in, only when the pay is progressive and the incumbent of the appointment is drawing pay in excess of the minimum.

(*c*) The return should show accurately the sanctioned scale of *permanent establishment*, and so will include every post, whether filled up or not. If a post be vacant, the word *vacant* should be set against it in the column of "*Name of incumbent.*"

(*d*) The names of *gazetted officers should be entered first*, and beneath them those of the clerks and servants in order of sections of the establishment : *there should be a separate total for each section*, besides the grand total.

(*e*) The columns of *Minimum* and *Maximum* pay of post should be filled up *only* when the pay is progressive, *i. e.*, rises from a minimum to a maximum by annual increment; and if any annual increment is given with effect from 1st July, it should be included in the return, and compared with the certificate (in Form No. 8) required under Article 62 of the Civil Account Code, which would accompany the July bill.

(*f*) The name of any person acting in an appointment, as well as the acting allowance paid to him, should be shown in the column "*Name of incumbent*" beneath the name of the absentee for whom he is officiating.

(*g*) If the acting incumbent holds a permanent appointment upon another establishment, the fact should be stated, and the entry should be supported by a certificate from the head of that other establishment.

(*h*) If any person on the establishment has attained the age of fifty-five years, the number and date of the orders of Government or other competent authority permitting his retention in the service, should be quoted in a note at foot of the return, and the period for which his retention has been authorized should also be mentioned. If no orders have been received, the number and date of the application for sanction to his retention should be noted.

(*i*) A detailed statement in Form 4 should be given at back of the original return Form 3, showing new names of non-gazetted officers which are not found in the return of the previous year; and when these new names include those of persons who have entered Government service for the first time, a reference should be given to the bill with which their age and health certificates were furnished; and if they include the names of persons transferred from another appointment, those appointments should be specified, as well as the date from which the transfers have effect. Columns are also provided in Form 4 for information required

in regard to the names of non-gazetted officers which appeared in Form No. 3 of the previous year, but are now omitted, as also regarding non-gazetted officers who have been on leave other than privilege or casual, or under suspension, during the previous year. In the case of any who have been under suspension, a note is required stating whether it has been expressly declared that the period of suspension shall count as service qualifying for pension (Article 286 of the Mysore Service Regulations).

(*j*) Separate returns on the same printed forms should be prepared for each permanent establishment existing on 1st July paid from *Local Funds*, and not more than one establishment should be exhibited on a single page. When the pay of any establishment or of any individual officer is met partly from General Revenues and partly from Local or other funds, the whole pay should be shown in one statement, and the portion payable from each source specified in a foot-note.

3. When completed in accordance with the above instructions, the detailed statement should be carefully checked with the service books, save in the cases excepted in clause (*a*) as it will be the chief authority by which hereafter pension claims will be tested. A certificate of this comparison should be endorsed on the return thus: "Compared with service books and found to agree."

N. B.—(1) A special report from the head of the office that he has personally satisfied himself of the correctness of the entries in the schedule by checking a few items in the service register with the schedules should also be furnished.

(2) The Comptroller may call upon the head of office to send a few service registers for test and check with the schedules.

4. This return should be accompanied by an abstract, which will link together the gross numbers shown in the budget estimate of each establishment and the nominal rolls in the book of establishment.

5. Slips of paper should not be attached at foot of the returns, but if space is found insufficient, application should be made to the Stationery Department for a sufficient supply of forms for insertion in book form. In cases where more than one sheet is required to be used, care should be taken to have the sheets stitched in book form before the entries are made therein.

6. Pay bills due 1st October will not be discharged at the Treasuries unless accompanied by a certificate as follows:—

(1) In the case of establishments of Heads of Departments, "that the schedule for 1st July has been forwarded by this office."

(2) In the case of all sub-officers and establishments "that the schedule has been forwarded to the Head office."

Official Designation of Officers.	*What establishments to be included in their schedules.*
Secretary to the Government of His Highness the Maharaja of Mysore, General and Revenue Departments.	His own office establishment and that of the State Councillors and Plague Departments.
Private Secretary to His Highness the Maharaja of Mysore.	Do and that of the Huzur Secretary.
Muzrai Superintendent	... His own office establishment.
Revenue Commissioner	... Do and those of the office of the Registrar of Co-operative Societies, and the Veterinary Department.
Inspector-General of Police	... Do and those of districts (*to be shown talukwar*), Railway and Kolar Gold Fields Police, giving the district serial number of each Policeman.
Conservator of Forests in Mysore	... Do and those of districts and of Game Preserves.
Registrar, Chief Court of Mysore	... (1) Court establishment. (2) District and Sessions Judges', Sub-Judges', Special Magistrates' and the Munsiffs' establishments including Gold Fields, classified as in the pay bills and arranged according to the respective districts with Nazarath establishments (temporary or fluctuating establishments to be excluded).
Inspector-General of Prisons	... His own office establishment and those of all Jails, and District and Gold Fields Lock-ups.

Official Designation of Officers.	*What establishments to be included in their schedules.*
Inspector-General of Registration.	His own office and all Registration establishments (to be shown districtwar separately).
Government Advocate	... His office establishment.
Deputy Commissioners of Districts.	(1) Office, Court and Process establishments of Deputy Commissioners, Sub-Division Officers and Gold Fields Magistracy, (2) Revenue Assistant Commissioners, (3) Treasury, (4) Sayer, (5) Taluk establishments, excluding Police, (6) Tank establishments and (7) District Survey establishment, (8) Travellers' bungalow and kotwal establishments.
Presidents of Municipal Boards	... All establishments paid from Municipal Funds.
Do of District Fund Boards	... Do from District Funds.
City Magistrate, Bangalore	... His own establishments.
City Magistrate, Mysore	... Do do
Senior Surgeon, Mysore Government.	His own office and all Medical establishments paid by Mysore Government. *Menial establishment including midwives paid from Local Funds to be prepared in separate statements.*
Sanitary Commissioner, Mysore Government.	His own office establishment, Vaccine Institute and the Vaccination Department.
The Durbar Physician	... His establishment.
Inspector-General of Education	... His own office, his Assistants and Deputy Inspectors' establishments, and (1) Educational establishments classified according to districts and taluks in a separate statement, (2) Village Elementary Schools payable from Village School Funds, and menial servants (separately), (3) Grant-in-aid Schools, (4) Establishment of Industrial School (separately).
Comptroller, Secretary, Mysore State Life Insurance, Officer in charge, State Huzur Treasury, and Superintendent of Stamps, and Officer in charge, Stamp Manufactory.	Their respective establishments.
Superintendent, Revenue Survey and Inam Settlements.	Permanent Survey establishments, pay and fixed batta to be shown in separate columns.
Agricultural Chemist	... His own establishment.
The State Mycologist and Entomologist.	Do
Officer in charge, Mysore Indigenous Hospital.	Do
Director of Meteorology	... Establishment of the Meteorological Observatories.
State Geologist	... Do of the Geological Department.
Superintendent, Government Press, Compiler, *Mysore Gazette*, and Superintendent of Stationery.	The respective office establishments, including the Branch Press at Mysore.
Secretary to Government, General and Revenue Departments, (Military Branch).	His own office establishment, including that attached to the Government House and Local Force.
Chief Commandant, Mysore State Troops.	His own office establishment and those of the superior and inferior officers whose pensions are governed by the Mysore Service Regulations.
Superintendent of Government Gardens and Museum.	Permanent establishment of the Lal-Bagh, Cubbon Park, Curzon Park, Palace Gardens, Museum, Daria Dowlat Bagh and Gordon Park.
Officer in charge of Archæological Researches.	His own office establishment.
Officer in charge, Amrut Mahal	... Permanent establishment of the Amrut Mahal Department.
Excise Commissioner	... His own office establishment and the Excise establishments in Mysore paid by Government.

J. S. CHAKRAVARTI,